TECHNOLOGY SYSTEMS ADMINISTRATOR - 1330

GENERAL DEFINITION AND CONDITIONS OF WORK:
Performs complex professional and technical work in the configuration, procurement, installation, and maintenance of network systems hardware and software for the city; overseeing the city telephone, radio, and other communication systems. Work is performed under general supervision. Supervision is exercised over subordinate personnel.

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside environmental conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:
Responsible for infrastructure and network developments, upgrades, installations, support, and maintenance of city's computer systems and overseeing the city's communication systems such as telephones and radios.
Researches, develops, installs and maintains network and infrastructure hardware and software;
Analyzes and makes recommendations for system and application upgrades and replacements;
Analyzes and makes recommendations for communication systems;
Troubleshoots complex network hardware/software problems;
Coordinates and supervises work of staff;
Researches, installs, and maintains firewall technologies;
Consults with external agencies linked to computer and communication services;
Installs, repairs, and maintains individual computer stations;
Interfaces new products to existing hardware, software, and work procedures;
Provides technical assistance to users through direct consultation;
Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:
Thorough knowledge Local Area Networks (LANs), Wide Area Networks (WANs), and Internet software, hardware and configuration development; thorough knowledge of operation, capabilities, and maintenance of hardware, software, and networking applications; thorough knowledge of network development, methods, and technology; ability to perform complex analytical assessment of technology; ability to plan, organize, direct and evaluate technological needs of the city; ability to establish and maintain effective working relationships with users, department heads, external agencies and vendors; ability to communicate effectively orally and in writing.

EDUCATION AND EXPERIENCE:
Any combination of education and experience equivalent to graduation from a four year college or university in computer science or a related field and at least three years experience in the installation and maintenance of computer networks.

SPECIAL REQUIREMENTS:
Microsoft Certified Engineer certification preferred.